

## MEMORANDUM

#03-08

**TO:** All Department and School Fiscal Officers  
**FROM:** Trisha L. Neely, Director  
**DATE:** November 18, 2002  
**SUBJECT:** DFMS REPORTS

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The Division of Accounting is pleased to announce that we can now provide electronic DFMS reports. The State currently prints over 6.1 million pages of DFMS reports and uses over 66 man-days of DTI/OIS distribution services each year in order to provide reporting information to State organizations. State organizations spend additional employee time and resources in report distribution, and in most cases, the eventual disposal of reports that are no longer needed. The goal of providing electronic DFMS reports is to eliminate printed reports and better utilize resources while providing improved information services. Printed reports will be discontinued 60 days after organizations have been trained in the use of the electronic reports.

Beginning in January 2003, DFMS report users will be scheduled for training. **We are requesting that you provide a coordinator name, telephone number, and email address** (if not available through Banyan) **as a point-of-contact for your organization.** Please send this information to Lewis Brooks at [lbrooks@state.de.us](mailto:lbrooks@state.de.us) **no later than December 4, 2002.** Your coordinator will work with Mr. Brooks to ensure all DFMS report users within your organization are trained.

Training will be offered in two phases. The first phase will cover viewing reports and downloading data by using centrally defined *policies* (procedures that extract data from reports). During the second phase, after all current DFMS report users have been trained, statewide, we will offer ad-hoc report writing to users you specify for developing your own reports. We will be rolling out the first phase of training over the remainder of this fiscal year.